

Bid Request

Iowa Head Start Association Support

Supporting IHSA in being a strong representative and encouraging Head Start programs to be effective collaboration at a state and local level.

SUBMISSION DEADLINE:

January 12, 2007
4:30 p.m.

IOWA DEPARTMENT OF EDUCATION
Head Start State Collaboration Office
Grimes State Office Building
Des Moines, Iowa 50319-0146

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Purpose

The purpose of this request is to solicit bids from qualified service providers to support the Iowa Head Start Association in providing association development activities and support to better address collaboration between the state and Head Start in Iowa. All activities must be agreed on by both the Iowa Head Start Association and the Iowa Head Start State Collaboration office.

The Iowa Department of Education intends to notify the recipient of the award by January 16, 2007.

Service Requirements and scope of work

The overall goal for this project is to work with the Iowa Head Start Association to develop and enhance partnerships between Iowa Head Start agencies and a variety of state and local partners identified with the following areas: child care, community empowerment, public schools, early childhood special education, public health, community action agencies, and FaDSS. This work may include, but is not limited to:

- Strengthening the association so it can serve as an effective representative of all the Head Start programs in the state.
- Supporting the association in carrying Iowa Head Start messages to strategic audiences to enhance its reputation as a valuable collaboration partner.
- Providing association partnership with the Iowa Head Start State Collaboration Office to develop a new five year 2007-2012 HSSCO Grant, and secure the association's full support of that plan.
- Assuring active collaboration agreement execution is carried out at a local level.
- Providing association support in addressing the State Collaboration Office's efforts to facilitate a more coordinated approach to planning and service delivery in the following priority areas: (1) health care; (2) child care; (3) welfare systems; (4) education opportunities in early childhood programs; (5) community service; (6) family literacy; (7) children with disabilities; and (8) services to homeless families.
- Providing association support addressing federal Administration for Children and Families Priorities, including: (1) fatherhood; (2) healthy marriage; (3) faith-based/community initiatives; (4) welfare reform; (5) rural America initiative; (6) enhancing early literacy of children.
- Supporting Head Start engagement in the broad state system development and integration work, especially through Early Childhood Iowa (www.earlychildhoodiowa.org).
- Supporting miscellaneous activities that support the association's growth and development.

The vendor will be required to execute a Memorandum of Understanding with the Iowa Head Start Association to assure any planned activities are consistent with the goals of IHSA and meet its desired achievements. The funds required cannot exceed \$15,000. (If the bidder is the Iowa Head Start Association, no MOU is required.) The vendor will also be expected to obtain the approval of the collaboration office coordinator of a plan to use these funds and to submit a report on association activities reflected in the expenditure of these funds. This report must be submitted to the Iowa Head Start State Collaboration Office by October 31, 2007. All activities must be completed by September 29, 2007.

Evaluation of Project

The project will be evaluated based on information provided in the final report and linked to the Head Start State Collaboration Office project evaluation. The final report should include a list of activities reflected in the expenditure of these funds, some measures of impact these activities have relative to the project goal.

Format and Content of Bid Proposals

- The bid proposal shall be typewritten on 8.5" x 11" paper (one side only).
- Only one copy of the proposal needs to be submitted, and electronic submissions are welcome. If not sent electronically, the bid proposal shall be sealed in an envelope. The envelope shall be labeled with the following information:

Tom Rendon, Coordinator
Head Start State Collaboration Project
Iowa Department of Education
Grimes State Office Building
Des Moines, IA 50319-0146

Bid Content

All bids should include the following information:

- Full name.
- Business address
- Business telephone number, fax number and a contact's email.
- Description of professional experiences assisting associations in self-development especially for Head Start agencies and on topics relevant to early childhood.
- Description of three successful collaborations where the bidder was a primary participant in their development.
- A budget for expending up to the \$15,000 allocated amount.
- A letter of support from the Iowa Head Start Association. To obtain a letter of support, contact IHSA President, Dianne Casto, North Iowa Community Action Organization, 1190 Briarstone Drive, Mason City, IA 50402, 641-494-1891, dcasto@nicao-online.org.

Bid Evaluation

Iowa Department of Education, Head Start State Collaboration Office

All bids will be reviewed by the coordinator of the Iowa Head Start State Collaboration Office and the IHSA President. (If the vendor is the Iowa Head Start Association, the decision will be the Iowa Head Start State Collaboration Office.) All selections are subject to the approval of the Bureau Chief, Bureau of Children, Family and Community Services, Iowa Department of Education.